NC E-Procurement **New User** Request Form
(For NC Buyers Only)

- This form is to be used ONLY to **add a user** who is not currently on the NC E-Procurement system.

Name of New User: _____   **E-mail Address:** _____

Entity/Entity Number: _____   **Usergroup ID:** (four digit code)_____

Ship To Address: _____   **Bill To Address:** _____

Supervisor: _____   **Supervisor Login:** _____
(*If no Supervisor is listed, then this user MUST have "Unlimited" Management Level AND 'No Supervisor' role)

Management Level (Select One): __Unlimited (99999999)

__ 0 __ 500 __ 750 __ 1,000 __ 2,000 __ 2,500 __ 3,000 __ 4,000 __ 5,000 __ 10,000 __ 25,000

Select All Applicable User Roles Below:

(Select only one of the following three roles)

___ Requestor – All **(or)**	___ Requisition Editor
___ Requestor - Catalog Only **(or)**	___ Purchasing Agent
___ Requestor - No eQuote	Name of Purchasing Agent Role: _____
___ Approver	___ Report Maker
___ Chief Procurement Officer	___ Central Receiver (receives for others)
___ Inquirer	Name of Central Receiver Role: _____
___ No Supervisor	___ Other: _____
	(ex. Lab Director, IT Approver)

Security Administrator Use Only

Comments: _____
Security Administrator Name: _____   Phone Number: _____
Signature: _____

Help Desk Use Only

User Login ID: _____   Date Added: _____
Comments/Actions: _____
CSR Name: _____   Signature: _____